

Retention and Classification Report

Agency: Snowville (Utah) (1105)

Snowville Town Hall
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Snowville, UT 84336
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Records Officer Tammie Morgan

17606	Annual financial reports
17605	Financial audit reports
17602	Town minutes

AGENCY: Snowville (Utah)

SERIES: 17606

3

TITLE: Annual financial reports

DATES: 1963-1971; 1988-1995

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 05/03/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Snowville (Utah)

SERIES: 17606

TITLE: Annual financial reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Snowville (Utah)

SERIES: 17605

3

TITLE: Financial audit reports

DATES: 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

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DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 05/03/1996

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AGENCY: Snowville (Utah)

SERIES: 17605

TITLE: Financial audit reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Snowville (Utah)

SERIES: 17602

3

TITLE: Town minutes

DATES: 1940-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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AGENCY: Snowville (Utah)

SERIES: 17602

TITLE: Town minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public